ACADEMIC DEGREE TRAINING (ADT) APPLICATION - COMMAND FUNDED

Section 1: Applicant Section

1a: Applicant Information

Last Name: _____ First Name: _____ MI: _____ Career Program: ___ _____ __

Occupational Title: _____ Pay Plan-Job Series-Grade: _____

Office Telephone: _____ Work E-mail: _____

Organization/Command: _____

Organization Street Address: _____

City: _____ State: _____ Zip + 4: _____

Section 1b: Academic Information

Accredited Degree/Program Sought: _____

Name of Institute/School: _____

Institute/School Street Address: _____

City: _____ State: _____ Zip + 4: _____

Type of Training: Part Time: Full Time: On-Line: Classroom:

Total Cost of Degree: _____   Training Start Date: _____   End Date: _____

Section 1c: Statement of Interest

In 500 words or less, explain why you are applying for this program/course an how you will utilize the new skill(s), competencies and/or knowledge acquired from this training to benefit the Army

1d: Previous Academic Degree Training

Has Army previously funded a degree?   Yes   No

If Yes, Degree: _____   Cost: _____

Has Army previously funded any Academic Degree Training/University courses?   Yes   No

If Yes, enter total cost for previous courses: _____

Section 1d: Academic Degree Plan (Note: List courses in chronological order)

	Course Title	Course Dates dd-mm-yy - dd-mm-yy	Credit Hours	Tuition Cost	Book Cost	Tuition & Book Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

(If necessary, use Academic Degree Plan Continuation Sheet for additional courses)

Section 1e: Total Cost of Expense Per Fiscal Year (FY) (Note: FY = 1 Oct – 30 Sep – according to start date)

Elements of Expense	FY	FY	FY	FY	Total Costs
Tuition Costs (Total per FY)					
Books Costs (Total Per FY)					
(CP/Command must provide justification):					
Travel Costs					
Per Diem Costs					
FY Totals					

Privacy Act Information. Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN). Purpose and Use: Used in the administration of the Federal Training program. Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

* Refer to ADT Checklist for other required enclosures (http://cpol.army.mil/library/train/catalog/pkt_adt.html)

_____   _____
Applicant's Signature   **Date**

Section 2: Approvers

SUPERVISOR - **(must address all)** - How training will help to: 1) Improve employee performance/close competency gaps; 2) Support organization strategic goals; 3) Benefit the Army (ROI); 4) If completing a Capstone course, discuss proposed Army related project to be accomplished/completed.

Supervisor Name _____   E-Mail _____

Signature _____   Date _____   Phone _____

Section 2b: Command POC at ACOM, ASCC, DRU or OAASA

* Must provide endorsement memorandum from the Commander or designated representative.

CMD POC Name _____   E-Mail _____

Signature _____   Date _____   Phone _____